

HRPD Course Descriptions

Compensation and Benefits

This course describes the key components of state government's total compensation package, including monetary and non-monetary compensation, benefits, and rewards systems. Participants will learn how to best use the compensation/broad banding systems' flexibilities, and how to access information and resources regarding the retirement and insurance services systems.

Developmental Strategies

This session addresses the importance of designing an agency developmental strategy that supports the mission, goals, and employee development needs of the organization. Developmental methods such as Individual Development Plans, Mentoring Programs and various Knowledge Transfer techniques are covered.

Employee Relations

HR professionals are often called upon to advise management and employees about policies that address the employer/employee relationship. This session reviews the myriad of federal and state laws and regulations that define and support a fair, equitable, and healthy relationship between employer and employee. Particular attention is given to those laws and regulations that most frequently come into play regarding today's workforce.

Ethics and HR

As the issues faced by HR practitioners have increased in number and complexity, so have the pressures and challenges of acting ethically. The purpose of this session is to promote and support ethical decision making and behaviors in state government. Particular attention is given to the legal and ethical dilemmas of HRM and HRD practice.

HR Metrics

All organizations, and units within organizations, are increasingly being required to demonstrate their accountability. Without adequate measures, HR cannot demonstrate its value or its contributions to the agency. This session will provide insight into developing, managing, and presenting HR metrics for both strategic and operational needs.

HR Overview

This session describes and defines the key roles and responsibilities of the HR function in state agencies. Current issues, trends, and challenges facing human resource management and human resource development practitioners are addressed. Special attention is given to the strategic role HR should play in organizations, and the competencies needed by HR professionals to fulfill that role.

Human Performance Improvement

This module of the Human Resource Development course will give HRPD program participants a basic understanding of human performance. HR professionals will learn how to analyze performance to determine appropriate interventions and to make recommendations to managers on performance issues.

Job Analysis

Job analysis is key to improving many HR functions. This course will provide HR professionals with information and practice using a job analysis process. The process will give participants skills to help improve position descriptions, job postings, training curriculum and performance evaluations.

Needs Assessment

A well-executed needs assessment helps assure that the Agency's training and development resources are directed toward the most important learning needs of employees, and the priority business needs of the organization. This session provides a variety of tools and techniques to help identify these needs and develop action plans to address them.

Performance Management

Performance management involves more than performance appraisal. This course addresses performance management as a systematic process by which the agency involves its employees, as individuals and members of a group, in improving organizational effectiveness in accomplishing agency mission and goals.

Recruitment and Selection

Effective recruitment and selection are keys to having an effective workforce. In this session participants will learn how to target recruiting, selection and interviewing efforts to attract and hire the best qualified candidates for the agency, while staying in compliance with the law. An overview on utilizing the state's online e-recruiting system, NEOGOV, to improve recruitment efforts will also be covered.

Retaining Human Capital

Keeping good employees is essential to an agency's success. This session provides an overview of the key factors impacting employee retention and offers strategies plus examples of practical techniques for maintaining a productive workforce.

Workforce Planning

Converging demographic and economic trends create changing issues, needs and challenges in managing the state government workforce. Participants will receive current data regarding the workforce, learn how to access information and resources to support workforce planning and development in agencies, and identify initiatives the HR Office can undertake to address agencies' key workforce issues.